

# Education Director

High Five Early Childhood Center

Woodside, NY

Program Director

Full-time, Contract

Onsite

\$80,000 - \$85,000 a year

Posted on May 27, 2024

## Organization Statement

High Five Early Childhood Center is a preschool center located in Woodside, Queens. Very convenient to get to by subway, located right next to the 51 St station on the 7 train. We focus on a Reggio Emilia inspired curriculum, and cover the ages between 3 months to 5 years.

## Job Description

Seeking a full time preschool education director. Must have a valid NYS teaching certification in early childhood, or a related field. Master's degree in early childhood preferred. The candidate should have excellent organizational skills and detailed oriented. the ideal candidate should have 2+ years experience as an education director or administrative director at a preschool/daycare.

## Responsibilities

- *Oversee Staff*
  - Assist with or conduct interviews of prospective staff members and train all staff.
  - Supervise monthly classroom schedules and routines in accordance with the vision and mission of Young Risers Childhood Program.
  - Create and attend monthly staff meetings and functions of the Early Childhood Program.
  - Give guidance and direction to all staff and volunteers.
  - Other activities and duties as needed that address the ongoing health and well-being of our staff and members.
- *Manage Facilities*

- Be responsible for the day-to-day operation of the program—must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
- Be licensed in food protection, FDNY: S95 and F07
- Conduct fire drills and manage emergency procedures in accordance with the guidelines of the center.
- Carry out the adopted recruitment and enrollment policies.
- Keep student and staff attendance and tuition records.
- Keep all records required by the NYCDOHMH/ OCFS and Aspire:— Maintain accurate program documentation; including but— not limited to incident/ accident/ behavior reports,— sign-in/ sign-out, development/ growth forms; document eating and sleeping, parent surveys, etc.
- Meet with all NYC representatives regarding inspection.
- Review and help carry out fire, tornado, and disaster drills.
- Be aware of and comply with all personnel policies and NYCDOHMH Article 47.
- *Meet with Families and Teachers*
  - Maintain an active system of parent-school relationships by keeping parents up to date on their child’s development and progress.
  - Discuss with parents’ ways in addressing any learning or behavioral issues.
  - Contact agencies and make referrals to help children with special needs.
  - Plan and fulfill parent involvement, parent-teacher conferences, holiday festivities and all celebrations.

## Qualifications

Must possess a NYS valid teaching certificate in Early Childhood Education, K-6, or related field. Can be initial or professional. Bachelor’s degree minimum, Master’s degree preferred.

Must have worked in a preschool/classroom setting for a minimum of 2 years.

Must obtain the CBC background clearance, and PETS clearance prior to starting.

Must complete the mandated trainings within Article 47 of the DOH health code.

- **Minimum Education Level:** Bachelor's Degree

- **Preferred Education Level:** Master's Degree

## Application Instructions

Please email [inquiry@highfivedaycare.com](mailto:inquiry@highfivedaycare.com) to apply. Include your resume and proof of certification when applying.Â

---

Downloaded from Early Childhood Job Board on July 4, 2025  
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=4631>